

DCFS LOCAL OFFICE SAFETY PLAN
 OFFICE:
 COMPLETED BY:
 DATE:

Planning & Prevention	
Building Security	
Area to be addressed	Local plan comments
Post emergency numbers near phones 911 or 9-911 & local street address (often forgotten when reporting an emergency) Post direct numbers also – fire, law enforcement, ambulance, building manager	Posted at each phone in lobby, reception area & interview rooms (that have phones.) 911 not active in this area so all law enforcement, medical & fire numbers are posted.
Primary responders (at least 2/floor or area to be notified of all emergencies or potential emergencies)	1. Receptionist 2. John Doe 3. Sue Smith
Key or key card control	
Building alarm (code control, set at end of work day)	
DCFS badges control (incl. CSE badges)	
Visitor control log (clients & non-client visitors)	Day sheets record who arrives & when, departure time, case (if any,) who sees visitor & comments. Sheets are filed chronologically & retained for 3 years.
Door security (internal & exit doors)	
Security guard duties (posted, reviewed, etc.)	
Interview rooms (quick egress, alarm buzzers, windows in doors,	
Building access (clear bldg. & parking lot for employees & clients, employees must notify supervisor when entering bldg. after hours, etc.)	
Client Interaction	
Visitor control log (clients & non-client visitors)	
Interview rooms (quick egress, alarm buzzers, windows in doors,	
Code word or method to alert staff to emergency	
Place clients in visitor/interview rooms as soon as possible	
Receptionist to advise workers/supervisor of potentially hostile client	
Employees to advise supervisor of clients who may be hostile	
Insure client exits building after interview	

Response to an Emergency	
Notifications	
Emergency officials (911, etc.) & internal primary responders	
Activate building-wide notification	
Initiate shelter-in-place or evacuation	
Information for emergency officials: location, type of emergency, description of perpetrator, urgency, staff locations (evacuated or sheltered-in-place) weapons involved, etc.	
Phone or mail threat	
Determine if threat is immediate or in future (evac, shelter, or high alert reaction)	
Phone: write down as many details as possible	
Mail: secure documents in isolated area if contamination is suspected	
Mail: Handle document as little as possible	
Circulate picture of person making threat	
Responsibilities in an Emergency	
People immediately involved in emergency	
Insure own safety & that of others in immediate vicinity	
Contain the situation as much as safely possible	
Notify appropriate internal authorities (receptionist, primary responders, etc.)	
Internal Primary Responders	
Insure safety of self & others in immediate vicinity	
Insure outside emergency authorities were contacted	
Determine action needed by staff – evac, shelter-in-place, etc.	
Contain or resolve situation, if feasible & safe to do so	
Utilize emergency basic 1 st aid – if trained & safe	

Employees not Directly Involved	
Insure personal safety	
Comply with internal instructions	
Insure safety of visitors & property	
Avoid area of emergency (no rubber necking)	
Do not call emergency numbers unless told to do so (keep phone lines open)	
Avoid calling people outside the office; such calls cause hysteria, people rushing to the scene & put others in harm's way	
Remain in a safe place until the "all clear" is given	
Shelter-in-Place	
Turn off lights	
Lock or barricade door	
Avoid windows (internal & external)	
Stay as quiet as possible	
Remain in a safe place until the "all clear" is given	
Evacuation	
Leave possessions behind	
Exit quietly	
Close doors	
Exit the area on foot to avoid chaos in the parking lot	
Meet at a predetermined location unless that location is unsafe	
Report to supervisor as quickly as possible	
Remain in a safe place until the "all clear" is given	
Post Event	
Account for all employees & visitors	
Secure property & equipment	
Determine safety of building	
Secure written statements from all involved ASAP	
Complete DCFS Crisis Info Sheet	
Complete report with/to local law enforcement	
Take pictures & identify what is shown (damage to wall in room #2)	
Secure contact info for all outside entities involved (responders, medical personnel, on-lookers, etc.)	
Assess need for employee assistance (medical, counseling, etc) & provide	
Complete after action report & share w/ staff (what worked, what failed, lessons learned)	
Modify safety plans accordingly	